

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

<b>Predmet:</b>	Osnove dokumentnih sistemov
<b>Course title:</b>	Fundamentals of Document Systems

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Računalništvo in spletne tehnologije, visokošolski strokovni študijski program prve stopnje	-	Drugi ali tretji	Četrta ali šesta
Computer Science and Web Technologies, first cycle Professional Study Programme	-	Second or third	Fourth or sixth

**Vrsta predmeta / Course type** Izbirni / Elective

**Univerzitetna koda predmeta / University course code:** 2-RST-VS-IP-ODS-2020-05-14

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
30	-	45	-	-	105	6

**Nosilec predmeta / Lecturer:** prof. dr. Nadja Damij

**Jeziki / Languages:** **Predavanja / Lectures:** Slovenski / Slovenian, Angleški / English  
**Vaje / Tutorial:** Slovenski / Slovenian, Angleški / English

**Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:**  
Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati seminarsko nalogo.

**Prerequisites:**  
Prior to the exam, the student has to prepare and present seminar work.

**Vsebina:**

- Osnove procesov.
- Vloga dokumentov pri obvladovanju procesov.
- Dokumentni sistemi in sistemi za upravljanje vsebin.
- Osnove analize in načrtovanja procesov in dokumentnih sistemov.
- Uporaba orodij za obvladovanje procesov in dokumentnih sistemov.
- Zajem in pretvorba dokumentov.

**Content (Syllabus outline):**

- Introduction to processes.
- The role of documents in mastering processes.
- Document management and content management systems.
- Basic analysis and planning processes and document management systems.
- Usage of tools for process management and document management systems.
- Capture and document conversion.

- Zajem meta podatkov.
- Klasificiranje in signiranje dokumentov.
- Ohranjanje in dolgoročna hramba dokumentov (arhiviranje).
- Objavljanje dokumentov.
- Verzioniranje.

- Capturing metadata.
- Classification and assigning documents.
- Preservation and long-term storage of documents (archiving).
- Publishing.
- Versioning.

### Temeljni literatura in viri / Readings:

- Jones, J. I. (1999). *The document Methodology*. Priority Process Associates.
- Azad, A. (2008). *Implementing Electronic Document and Record Management Systems*. Auerbach publications (Taylor & Francis Group).
- Rockley, A. & Cooper, C. (2012). *Managing Enterprise Content: A Unified Content Strategy* (2nd ed.). Berkeley: New Readers.

### Cilji in kompetence:

Študentom predstaviti osnovne principe delovanja, uporabe in administracije dokumentnih sistemov ter sistemov za upravljanje poslovnih vsebin. Razumevanje in sistematično obvladovanje dokumentov ter drugih vsebin v podjetjih.

*Učna enota prispeva k razvoju naslednjih splošnih in predmetno- specifičnih kompetenc:*

#### Splošne kompetence:

- poznavanje in razumevanje procesov, ki jih je mogoče informacijsko podpreti z uporabo spletnih tehnologij, ter sposobnost za njihovo analizo, sintezo in predvidevanje rešitev ter njihovih posledic
- sposobnost razumevanja zahtev končnih uporabnikov oz. prepoznavanja priložnosti za nove spletne storitve in pretvorba s tem povezanih vsebinskih zahtev v tehniške specifikacije
- sposobnost povezovanja koherentno obvladanega temeljnega znanja, pridobljenega pri obveznih predmetih, ter njegova uporaba v praksi

#### Predmetno-specifične kompetence:

- razumevanje poslovnega, komunikacijskega in marketinškega konteksta, v katerem so uporabljene tehnične rešitve
- sposobnost uporabe tehnik za zajem zahtev IS

### Objectives and competences:

Familiarize the students with the basic principles of operation, usage and administration of document management systems, and content managements systems. Understanding and systematic mastering of documents and other business contents.

*The instructional unit contributes to the development of the following general and subject-specific competences:*

#### General competences:

- familiarity with and understanding of processes allowing information-aided use of web technologies, and the ability to analyse and synthesize them as well as predict solutions and their consequences
- ability to understand the final user requirements or identify opportunities for new web services and conversion of related substantive requirements into technical specifications
- ability to link coherent fundamental knowledge acquired at compulsory subjects and its application in practice

#### Subject-specific competences:

- understanding of business, communication and marketing contexts featuring the use of technical solutions
- ability to use appropriate tools and techniques to develop software specification requirements

- pridobivanje uporabniških zahtev in definicije specifikacij rešitev
- razumevanje informacijskih, poslovnih procesov in procesov nasploh
- poznavanje sistemov za obvladovanje procesov in dokumentov
- sposobnost sistemskega pristopa k reševanju problemov s področja procesov in dokumentnih sistemov
- sposobnost identifikacije potreb in uvedbe dokumentnega sistema

- acquire user requirements and define solution specifications
- understanding of it processes, business processes and processes in general
- familiarity with document management systems
- the ability of systematic approach to problem solving in the field of process and document management systems
- ability to identify needs and implementing the document management system

#### **Predvideni študijski rezultati:**

- Znanje in razumevanje:
- Študent/študentka:*
- se seznanj s procesi in dokumentnimi sistemi
  - razume delovanje, namen in prednosti uporabe ter uvedbe dokumentnih sistemov pri informatizaciji poslovnih procesov

#### **Intended learning outcomes:**

- Knowledge and understanding:
- The student:*
- becomes familiar with processes and document management systems
  - understands the operation, purpose and benefits of using document management systems by computerization of business processes

#### **Metode poučevanja in učenja:**

- *predavanja* z aktivno udeležbo študentov (razlaga, diskusija, vprašanja)
- *vaje v računalniški učilnici* (primeri, reševanje problemov): namen je spoznati programska orodja za uporabo dokumentnih sistemov. Vaje bodo potekale v manjših skupinah
- *seminarska naloga*, ki jo študentje pripravijo v manjših skupinah. Vključeval bo realni primer procesa in dokumentov

#### **Learning and teaching methods:**

- *lectures* with the active participation of students (presentation, discussion, questions)
- *exercises in the computer lab* (examples, problem solving): purpose is to understand the software tools for document management systems Exercises will be held in small groups
- students will elaborate *seminar work* in small groups. Seminar work will be based on real-life cases of processes and documents

Delež (v %) /

#### **Načini ocenjevanja:**

Weight (in %) **Assessment:**

Način (pisni izpit, ustno izpraševanje, naloge, projekt):	Weight (in %)	Type (examination, oral, coursework, project):
<ul style="list-style-type: none"> <li>• pisni izpit</li> </ul>	50	<ul style="list-style-type: none"> <li>• written exam</li> </ul>
<ul style="list-style-type: none"> <li>• zagovor seminarske naloge</li> </ul>	50	<ul style="list-style-type: none"> <li>• zagovor seminarske naloge</li> </ul>

#### **Reference nosilca / Lecturer's references:**

- DAMIJ, Nadja, DAMIJ, Talib. Process management: a multi-disciplinary guide to theory, modeling, and methodology, (Progress in IS). Berlin; Heidelberg: Springer, cop. 2014. XVI, 213 str., ilustr. ISBN 978-3-642-36638-3, doi: 10.1007/978-3-642-36639-0.
- ČEHOVIN ZAJC, Luka, DAMIJ, Nadja, HAFNER, Ana, MODIC, Dolores, WATANABE, Yuka. Challenges of information retrieval in first phases of technology transfer process.

V: Zbornik radova. Prva međunarodna naučna konferencija o digitalnoj ekonomiji DIEC 2018, Visoka škola "Internacionalna poslovno-informaciona akademija" Tuzla, maj 2018. Tuzla: Off-set d.o.o., 2018. Str. 35-45, ilustr.

- AGREŽ, Jernej, DAMIJ, Nadja. Intellectual property in E+ Sport project: management vs. dissemination. V: HAFNER, Ana (ur.), LEVNAJIĆ, Zoran (ur.). Book of Abstracts. Novo mesto: Faculty of Information Studies, 2018. Str. [6-7]. <http://itis.fis.unm.si/wp-content/uploads/2018/10/ITIS2018-Proceedings.pdf>.
- MODIC, Dolores, DAMIJ, Nadja. Towards intellectual property rights management: back-office and front-office perspectives. Cham: Palgrave Macmillan, 2018. XVII, 178 str., ilustr. ISBN 978-3-319-69010-0, ISBN 978-3-319-69011-7.
- MODIC, Dolores, DAMIJ, Nadja. Towards intellectual property rights management: back-office and front-office perspectives. Cham: Palgrave Macmillan, 2018. ilustr. ISBN 978-3-319-69011-7, ISBN 978-3-319-69010-0. DOI: 10.1007/978-3-319-69011-7.
- MODIC, Dolores, HAFNER, Ana, DAMIJ, Nadja, ČEHOVIN ZAJC, Luka. Innovations in intellectual property rights management: their potential benefits and limitations. *European journal of management and business economics*. 2019, vol. 28, no. 2, str. 189-203, ilustr. ISSN 2444-8494. DOI: 10.1108/EJMBE-12-2018-0139.
- DAMIJ, Nadja. Management poslovnih procesov: modeliranje, simuliranje, inovacija in izboljšanje. Ljubljana: Vega, 2009. 182 str., ilustr. ISBN 978-961-92649-5-9.
- MILEVA-BOSHKOSKA, Biljana, DAMIJ, Talib, JELENC, Franc, DAMIJ, Nadja. Abdominal surgery process modeling framework for simulation using spreadsheets. *Computer methods and programs in biomedicine*, ISSN 0169-2607. [Print ed.], 2015, vol. 21, iss. 1, str. 1-13, doi: 10.1016/j.cmpb.2015.05.001.
- AGREŽ, Jernej, DAMIJ, Nadja. Knowledge dynamics assessment in complex organizational systems: a missing person investigation case study. *Central European Journal of Operations Research*, ISSN 1435-246X, 2015, vol. 23, iss. 3, str. 527-545, doi: 10.1007/s10100-014-0368-1.
- DAMIJ, Nadja, LEVNAJIĆ, Zoran, REJEC SKRT, Vesna, SUKLAN, Jana. What motivates us for work? Intricate web of factors beyond money and prestige. *PloS one*, ISSN 1932-6203, 2015, vol. 10, no. 7, str. e0132641-1-e0132641-13, doi: 10.1371/journal.pone.0132641.
- DAMIJ, Nadja, DAMIJ, Talib, JELENC, Franc. Healthcare process analysis and improvement at the department of abdominal surgery, University medical centre Ljubljana = Analiza in izboljšanje zdravstvenega procesa v oddelku za abdominalno kirurgijo Univerzitetnega kliničnega centra Ljubljana. *Zdravniški vestnik*, ISSN 1318-0347. [Tiskana izd.], jan. 2015, letn. 84, št. 1, str. 26-37, ilustr.
- TASEVSKA, Frosina, DAMIJ, Talib, DAMIJ, Nadja. Project planning practices based on enterprise resource planning systems in small and medium enterprises - a case study from the Republic of Macedonia. *International journal of project management*, ISSN 0263-7863. [Print ed.], 2014, vol. 32, iss. 3, str. 529-538, doi: 10.1016/j.ijproman.2013.08.001.
- DAMIJ, Nadja, DAMIJ, Talib, GRAD, Janez, JELENC, Franc. A methodology for business process improvement and IS development. *Information and software technology*, ISSN 0950-5849. [Print ed.], 2008, vol. 50, str. 1127-1141, doi: 10.1016/j.infsof.2007.11.004.
- ARSHAM, Hossein, CIMPERMAN, Gašper, DAMIJ, Nadja, DAMIJ, Talib, GRAD, Janez. A computer implementation of the Push-and-Pull algorithm and its computational comparison with LP simplex method. *Applied mathematics and computation*, ISSN 0096-3003. [Print ed.], Nov. 2005, vol. 170, iss. 1, str. 36-63.